



# ACHIEVEMENT IN MONTANA

## Quick Reference Guide

### STUDENT DEMOGRAPHIC – FILE UPLOAD

#### SETUP OF STUDENT DEMOGRAPHIC FILES (METHOD 1)

Using your local Student Information System, select the correct extract file for the Student Demographic data using the instructions provided by your Vendor.

Save the file to your desktop, or another convenient location.

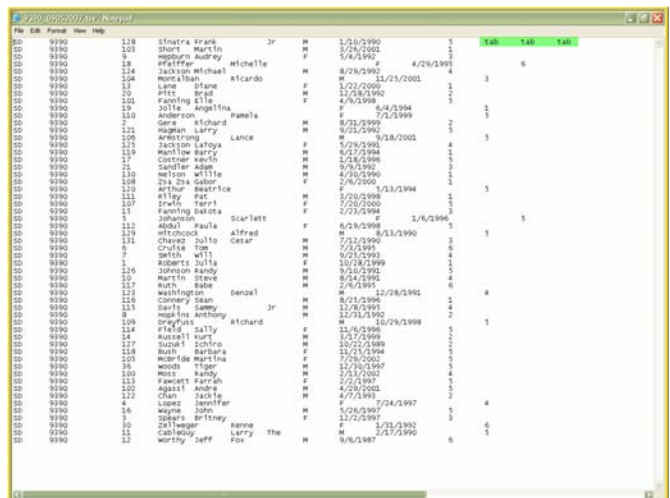
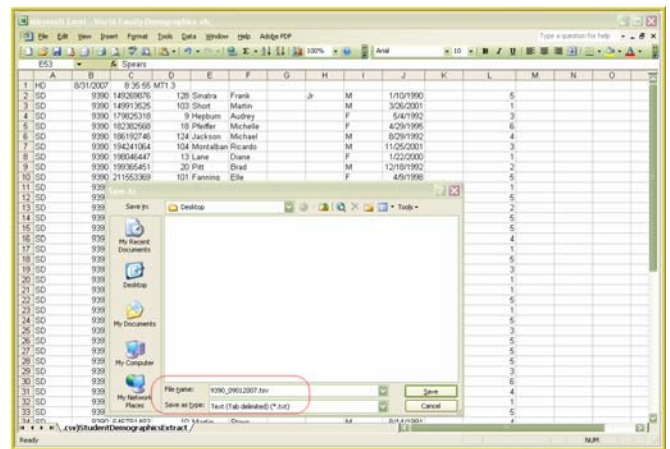
If the file is in an Excel format, open the file, verify that the columns are formatted correctly (leading zeros where appropriate), and change the **Save as Type** to Text (Tab delimited)(\* .txt).

The file name should be the **LE number** (without leading zeros), **underscore**, **date** (without punctuation), **period** (.), and the extension **tsv**.

**\*HINT:** To format columns requiring zero padding (*Race/Ethnicity*) highlight the column and right click. Select **Format Cells**. On the **Number** tab, click **Custom**. Enter **0#** (number zero and pound sign). Click **OK**.

If the file is in a Text (Tab delimited format), open the file and verify column formats, including *Record Type* and *District Number*.

Verify that the three tabs have been added to the end of the each data line (put the cursor at the end of the row and use the right arrow key – if the tabs are present the cursor will tab over three times).





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#### SETUP OF STUDENT DEMOGRAPHIC FILES (METHOD 1)

If it has not been done already, insert the Header Row: **HD tab Date (MM/DD/YYYY) tab Hour (HH:MM:SS) tab Version (MT1.3)**

Save the file using the file name format indicated above and return to the AIM system.

ID	Date	Name	Gender	Birth Date	Other
10	09/01/2007	12100100	MT1.3		
10	09/01	118	Stratza	Frank	Jr
10	09/01	103	Short	Martin	
10	09/01	9	Shultz	Andrew	
10	09/01	174	Jackson	Michael	
10	09/01	18	Pfeiffer	Michelle	
10	09/01	104	Montalban	Ricardo	
10	09/01	13	Line	Diane	
10	09/01	105	Pitts	Ernie	
10	09/01	106	Fanning	Elise	
10	09/01	107	Anderson	Angela	
10	09/01	110	Gore	Richard	
10	09/01	121	Hegman	Larry	
10	09/01	109	Armstrong	Lance	
10	09/01	127	Jackson	Larry	
10	09/01	129	Marlowe	Barry	
10	09/01	27	Costner	Kevin	
10	09/01	21	Sandler	Adam	
10	09/01	130	Nelson	Willie	
10	09/01	108	Line	Gabe	
10	09/01	122	Arthur	Beatrice	
10	09/01	123	Smith	Pat	
10	09/01	124	Fanning	Elise	
10	09/01	125	Stratza	Frank	
10	09/01	126	Stratza	Frank	
10	09/01	127	Stratza	Frank	
10	09/01	128	Stratza	Frank	
10	09/01	129	Stratza	Frank	
10	09/01	130	Stratza	Frank	
10	09/01	131	Stratza	Frank	
10	09/01	132	Stratza	Frank	
10	09/01	133	Stratza	Frank	
10	09/01	134	Stratza	Frank	
10	09/01	135	Stratza	Frank	
10	09/01	136	Stratza	Frank	
10	09/01	137	Stratza	Frank	
10	09/01	138	Stratza	Frank	
10	09/01	139	Stratza	Frank	
10	09/01	140	Stratza	Frank	
10	09/01	141	Stratza	Frank	
10	09/01	142	Stratza	Frank	
10	09/01	143	Stratza	Frank	
10	09/01	144	Stratza	Frank	
10	09/01	145	Stratza	Frank	
10	09/01	146	Stratza	Frank	
10	09/01	147	Stratza	Frank	
10	09/01	148	Stratza	Frank	
10	09/01	149	Stratza	Frank	
10	09/01	150	Stratza	Frank	
10	09/01	151	Stratza	Frank	
10	09/01	152	Stratza	Frank	
10	09/01	153	Stratza	Frank	
10	09/01	154	Stratza	Frank	
10	09/01	155	Stratza	Frank	
10	09/01	156	Stratza	Frank	
10	09/01	157	Stratza	Frank	
10	09/01	158	Stratza	Frank	
10	09/01	159	Stratza	Frank	
10	09/01	160	Stratza	Frank	
10	09/01	161	Stratza	Frank	
10	09/01	162	Stratza	Frank	
10	09/01	163	Stratza	Frank	
10	09/01	164	Stratza	Frank	
10	09/01	165	Stratza	Frank	
10	09/01	166	Stratza	Frank	
10	09/01	167	Stratza	Frank	
10	09/01	168	Stratza	Frank	
10	09/01	169	Stratza	Frank	
10	09/01	170	Stratza	Frank	
10	09/01	171	Stratza	Frank	
10	09/01	172	Stratza	Frank	
10	09/01	173	Stratza	Frank	
10	09/01	174	Stratza	Frank	
10	09/01	175	Stratza	Frank	
10	09/01	176	Stratza	Frank	
10	09/01	177	Stratza	Frank	
10	09/01	178	Stratza	Frank	
10	09/01	179	Stratza	Frank	
10	09/01	180	Stratza	Frank	
10	09/01	181	Stratza	Frank	
10	09/01	182	Stratza	Frank	
10	09/01	183	Stratza	Frank	
10	09/01	184	Stratza	Frank	
10	09/01	185	Stratza	Frank	
10	09/01	186	Stratza	Frank	
10	09/01	187	Stratza	Frank	
10	09/01	188	Stratza	Frank	
10	09/01	189	Stratza	Frank	
10	09/01	190	Stratza	Frank	
10	09/01	191	Stratza	Frank	
10	09/01	192	Stratza	Frank	
10	09/01	193	Stratza	Frank	
10	09/01	194	Stratza	Frank	
10	09/01	195	Stratza	Frank	
10	09/01	196	Stratza	Frank	
10	09/01	197	Stratza	Frank	
10	09/01	198	Stratza	Frank	
10	09/01	199	Stratza	Frank	
10	09/01	200	Stratza	Frank	

For large files in Excel format (or \*.txt format opened with Excel), copy and paste the file into the Excel Template for Error Correction.

Follow the instructions with the template to check the data for errors (zero formatting, tabs, etc.).

Save the file in the Text (Tab delimited) format as indicated above.

[Excel Template for Error Correction](#)

ID	Date	Name	Gender	Birth Date	Other
1	09/01	128	Stratza	Frank	Jr
2	09/01	103	Short	Martin	
3	09/01	9	Shultz	Andrew	
4	09/01	174	Jackson	Michael	
5	09/01	18	Pfeiffer	Michelle	
6	09/01	104	Montalban	Ricardo	
7	09/01	13	Line	Diane	
8	09/01	20	Pitts	Ernie	
9	09/01	101	Fanning	Elise	
10	09/01	19	Anderson	Angela	
11	09/01	110	Anderson	Pamela	
12	09/01	2	Gore	Richard	
13	09/01	121	Hegman	Larry	
14	09/01	106	Armstrong	Lance	
15	09/01	125	Jackson	Larry	
16	09/01	119	Marlowe	Barry	
17	09/01	27	Costner	Kevin	
18	09/01	21	Sandler	Adam	
19	09/01	130	Nelson	Willie	
20	09/01	108	Line	Gabe	
21	09/01	122	Arthur	Beatrice	
22	09/01	123	Smith	Pat	
23	09/01	124	Fanning	Elise	
24	09/01	125	Stratza	Frank	
25	09/01	126	Stratza	Frank	
26	09/01	127	Stratza	Frank	
27	09/01	128	Stratza	Frank	
28	09/01	129	Stratza	Frank	
29	09/01	130	Stratza	Frank	
30	09/01	131	Stratza	Frank	
31	09/01	132	Stratza	Frank	
32	09/01	133	Stratza	Frank	
33	09/01	134	Stratza	Frank	
34	09/01	135	Stratza	Frank	
35	09/01	136	Stratza	Frank	
36	09/01	137	Stratza	Frank	
37	09/01	138	Stratza	Frank	
38	09/01	139	Stratza	Frank	
39	09/01	140	Stratza	Frank	
40	09/01	141	Stratza	Frank	
41	09/01	142	Stratza	Frank	
42	09/01	143	Stratza	Frank	
43	09/01	144	Stratza	Frank	
44	09/01	145	Stratza	Frank	
45	09/01	146	Stratza	Frank	
46	09/01	147	Stratza	Frank	
47	09/01	148	Stratza	Frank	
48	09/01	149	Stratza	Frank	
49	09/01	150	Stratza	Frank	
50	09/01	151	Stratza	Frank	
51	09/01	152	Stratza	Frank	
52	09/01	153	Stratza	Frank	
53	09/01	154	Stratza	Frank	
54	09/01	155	Stratza	Frank	
55	09/01	156	Stratza	Frank	
56	09/01	157	Stratza	Frank	
57	09/01	158	Stratza	Frank	
58	09/01	159	Stratza	Frank	
59	09/01	160	Stratza	Frank	
60	09/01	161	Stratza	Frank	
61	09/01	162	Stratza	Frank	
62	09/01	163	Stratza	Frank	
63	09/01	164	Stratza	Frank	
64	09/01	165	Stratza	Frank	
65	09/01	166	Stratza	Frank	
66	09/01	167	Stratza	Frank	
67	09/01	168	Stratza	Frank	
68	09/01	169	Stratza	Frank	
69	09/01	170	Stratza	Frank	
70	09/01	171	Stratza	Frank	
71	09/01	172	Stratza	Frank	
72	09/01	173	Stratza	Frank	
73	09/01	174	Stratza	Frank	
74	09/01	175	Stratza	Frank	
75	09/01	176	Stratza	Frank	
76	09/01	177	Stratza	Frank	
77	09/01	178	Stratza	Frank	
78	09/01	179	Stratza	Frank	
79	09/01	180	Stratza	Frank	
80	09/01	181	Stratza	Frank	
81	09/01	182	Stratza	Frank	
82	09/01	183	Stratza	Frank	
83	09/01	184	Stratza	Frank	
84	09/01	185	Stratza	Frank	
85	09/01	186	Stratza	Frank	
86	09/01	187	Stratza	Frank	
87	09/01	188	Stratza	Frank	
88	09/01	189	Stratza	Frank	
89	09/01	190	Stratza	Frank	
90	09/01	191	Stratza	Frank	
91	09/01	192	Stratza	Frank	
92	09/01	193	Stratza	Frank	
93	09/01	194	Stratza	Frank	
94	09/01	195	Stratza	Frank	
95	09/01	196	Stratza	Frank	
96	09/01	197	Stratza	Frank	
97	09/01	198	Stratza	Frank	
98	09/01	199	Stratza	Frank	
99	09/01	200	Stratza	Frank	





### STUDENT DEMOGRAPHIC – FILE UPLOAD

#### SETUP OF STUDENT DEMOGRAPHIC FILES (METHOD 2)

Students that have been previously enrolled in the district already have existing State Student ID Numbers.

To find State Student ID numbers for new students, follow the instructions below.

Open the Excel Template for Student Demographics.

[Excel Template for Student Demographics](#)

Enter the data elements for each enrolling student.

Student ID	Last Name	First Name	Middle	Suffix	Gender	Birth Date	Ethnicity	FIB 1	FIB 2	FIB 3	FIB 4
12345	Barkley	Charles			M	1/17/2002		2			
14567	Pennington	Chad			M	8/15/2002		5			
56789	Stewart	Martha	A.		F	10/15/2001		6			

Copy and paste the data into the Excel Template for Error Correction (to ensure appropriate zero padding formatting and tab placement).

[Excel Template for Error Correction](#)

Student ID	Last Name	First Name	Middle	Suffix	Gender	Birth Date	Ethnicity	FIB 1	FIB 2	FIB 3	FIB 4
12345	Barkley	Charles			M	1/17/2002		2			
14567	Pennington	Chad			M	8/15/2002		5			
56789	Stewart	Martha	A.		F	10/15/2001		6			



**STUDENT DEMOGRAPHIC – FILE UPLOAD**

**SETUP OF STUDENT DEMOGRAPHIC FILES (METHOD 2)**

Save the file using the instructions in the Error Correction Template.

Return to the AIM system.



### STUDENT DEMOGRAPHIC – FILE UPLOAD

#### UPLOADING THE STUDENT DEMOGRAPHIC FILE

Choose the 07-08 year and a school from the **Campus Toolbar**.

From the Index, expand the **MT State Reporting** outline by clicking on the plus (+) sign.

Select **MT Data Upload**.



From *Import Type*, select *Student Demographics*.

From *Work to Perform*, select *Validate and Test File*.

**Browse** for the file and click **Upload**.



An **Import Results Summary** page will appear.

Correct any data errors listed and re-test the file upload.

When the upload file is free of errors, change the *Work to Perform* to *Load Partial File*.

Click **Upload**.





### STUDENT DEMOGRAPHIC – FILE UPLOAD

#### UPLOADING PROGRAM PARTICIPATION FILE

Follow the instructions on the results page to save the State Student ID numbers.

**NOTE:** Student's will not appear in your district, or in the ***Student Locator***, until an enrollment record is created for them. Please follow the instructions for uploading student enrollments immediately following the Student Demographic upload to ensure that duplicate State Student IDs are not created.

